



# Navigating TAA: Quick Summary

## Pre-approval and Reimbursements

Pre-approval is required for all reimbursements. If you think you may need to be reimbursed for any required costs, you must contact Trade Adjustment Assistance (TAA) prior to any purchase.

- ✓ To receive pre-approved reimbursements from TAA you will need to register for a SWIFT Supplier ID. Please register here: <http://mn.gov/supplier>

## Textbooks, Tools, Uniforms, and Computer/High Technology items

- ✓ TAA covers **required** textbooks, tools, uniforms and computer and high technology items.
- ✓ You must contact TAA for pre-approval BEFORE purchasing any non-textbook items

## Internet

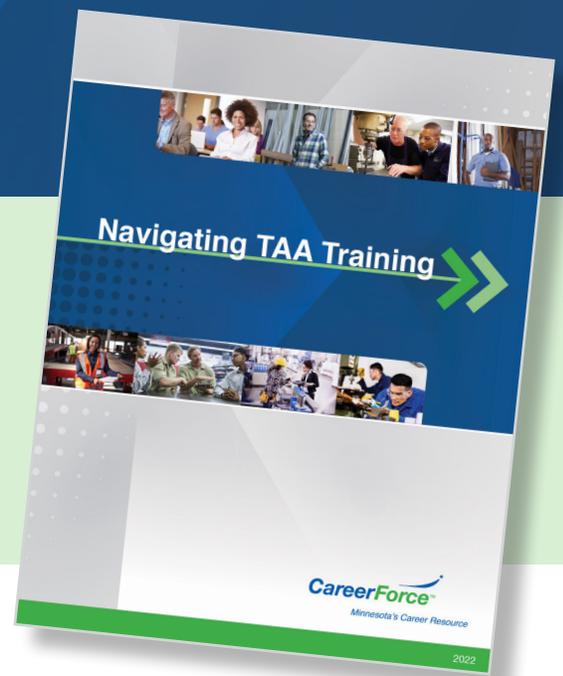
- ✓ TAA reimburses \$25.00 toward your internet costs when you are taking at least one online class.

## Supplemental Assistance

- ✓ **Transportation:** TAA can assist with mileage that is beyond the local commuting area of 15 miles one way. Mileage reimbursement would begin after the 15th mile.
- ✓ **Subsistence:** If you intend to maintain a second residence or are temporarily staying away from your home to participate in in-person training, you may be eligible for subsistence.

## Important Documents to Turn In

- ✓ **Training Progress Reports (TPRs):** due every 60 days from the beginning of TAA training until the end of training, regardless of breaks in training.
- ✓ **Class Schedules:** submit to TAA before every new term
- ✓ **Grades:** send to TAA after the completion of every term
- ✓ **Credential:** submit a copy to TAA upon completion of your training



## Expectations

- ✓ **While on a waiver:** you must (1) contact your Dislocated Worker (DW) Counselor every 30 days (2) maintain job search and work search logs (3) show progress every 30 days toward enrolling in training
- ✓ **One-time Poor Performance Policy:** you must maintain a grade of at least a "C" or higher in all your classes and not withdraw from classes when TAA will be responsible for the cost.
- ✓ **Tutoring:** If you are struggling with your coursework TAA can pay for a tutor
- ✓ **Modifications:** Under certain circumstances, TAA can approve changes to your previously approved training plan such as changes to your program type, degree level, training end date or full-time/part-time status. All requests for changes require you or your DW Counselor to contact TAA for approval BEFORE the changes occur.

## Trade Readjustment Allowance (TRA)

- ▶ You must be enrolled full-time (as defined by the school) to receive TRA, this includes summer term
- ▶ TRA ends on your last scheduled day of training or prior to this date if you have exhausted your available TRA weeks.
- ▶ Contact TRA at [DEED.TRA@state.mn.us](mailto:DEED.TRA@state.mn.us) for any questions on your UI/TRA account